

# MISSION NOTICE

## USAID Nairobi Complex

**NOTICE NO:** 09 – 24

**DATE:** September 4, 2009

**SUBJECT:** EMPLOYMENT OPPORTUNITY – VACANCY FOR PROGRAM BUDGET SPECIALIST, PROGRAM DEVELOPMENT & ANALYSIS (PDA) OFFICE, USAID/KENYA

**OPENING DATE:** Immediately

**CLOSING DATE:** September 18, 2009

**Office:** Program Development & Analysis (PDA), USAID/Kenya

**Title:** Program Budget Specialist

**Grade:** FSN - (PSC) – 4005-11

**Who May Apply:** All qualified Kenyan citizens.  
Employees currently on probation are ineligible to apply.

### **BASIC FUNCTION OF POSITION:**

The incumbent serves as the Program Budget Specialist in the Program Development & Analysis (PDA) Office. Major responsibilities include program budget accounting, financial analysis, and reporting. The incumbent performs financial services ranging from liaising with the Controller's Office, USAID/Kenya in reconciling allowances, commitments and sub-obligations in Phoenix with PDA cuff records (Operating Year Budget [OYB] Matrices, Procurement Plans and Bilateral Financing Agreements Tracker). He/she participates along with Controller's Office Financial Analysts in gathering financial and statistical data on pipelines, and assists USAID/Kenya's technical teams and the Program Office to develop sound program budgets that have taken into account forward funding, pipelines, earmarks and directive. The USAID/Kenya Program Budget Portfolio includes managing seven active assistance objectives with a pipeline well over \$900 million with an estimated annual program budget of over 500 million. While routine general financial analysis is customarily completed by Controller's Office Financial Analysts, the incumbent ensures that planned budget is not exceeded; checks budget coding; ensures earmarks and directive are taken into account; performs analysis of past expenditure rates, current and projected pipelines and future burn rates to ensure accuracy of data produced; ensures that adequate funding is maintained on a quarterly basis; and ensures accurate accruals reported. He/she relies on this information to advise the Program Office, the technical offices, and other mission staff as necessary.

### **MAJOR DUTIES AND RESPONSIBILITIES AND % OF TIME:**

#### **A. Analytical and Financial Duties - 50%**

The incumbent will carry out major responsibilities under the Program Budget Financial Management. Duties include the following:

1. **Bilateral Financing Agreements and Unilateral Obligations:** He/she is responsible for maintaining cuff records for all Mission's Bilateral Financing Agreements, Strategic Objective Agreements (SOAGs)/Development Assistance Grants Agreements (DAGAs), Limited Scope Grant Agreements (LSGAs), Memorandum of Understanding or Agreements (MOUs or MOAs), etc. The incumbent ensures that implementing documents (Implementation Letters [ILs], Pre-GLAAS Obligations Documents, and Acquisition and Assistance instruments) are funded under the correct budget components, and advises the relevant offices accordingly. The incumbent will serve as the lead person in PDA, working very closely with the Controller's Office, USAID/Kenya Financial Analysts and Accountants in reconciling bilateral obligations with Phoenix, and ensures that errors are corrected in a timely manner. He/she assists technical offices in the preparation of financial sections of bilateral financing agreements, implementation letters, and other implementing documentations, and reviews and advises on financial information on all obligating documents submitted to PDA for clearance.
2. **Funding Requests:** Works closely with USAID/Kenya technical and program office staff in developing budgets for and reviewing all Pre-GLAAS Obligations Documents. Ensures that the pipeline reports attached to the Pre-GLAAS Obligations Documents are accurate, details such as budget element, contract number, funding source, etc. are correct and forward funding waivers are included when appropriate. Ensures the correct funding justification is attached and, where applicable, that the pre-obligations requirements are met and that there is a link with operational plan and procurement plans.
3. **Coordination with Controllers Office:** Serves as PDA's principal liaison with the Controller's Office in reconciling of allowances, obligations, commitments and sub-obligations in Phoenix with PDA cuff records, ranging from current year procurement plans to tracking bilateral Financing Agreements budgets. Ensures the integrity of USAID/Kenya Program Budget is maintained through regular communications with the Controller's Office Financial Analysts and Accountants to reconcile budget data for each Strategic Objective allowances/program elements, obligation, sub-commitments, and sub-obligations through Phoenix. To facilitate this, the incumbent maintains a consolidated database containing all procurement plans for USAID/Kenya, for tracking allowances and obligations and spreadsheets for bilateral agreements. The incumbent also coordinates his/her analysis and recommendations with the Controller's Office on the general financial feasibility of activities, verifies documents to ensure that there is a balance between forward funding and mortgages, ensures funds availability per sector control and strategic objective (SO) and advises on alternative sources of funding, e.g. use of old funds obligated through SOAGs rather than NOA funds. Performs financial analyses of cross-cutting activities under SO6 to ascertain the burn rates to guide teams in formulating funds allocation to staff and activities and makes recommendations to PDA, the Controller's Office and technical offices.
4. **Planning, Monitoring and Reporting:** The incumbent relies upon his/her knowledge of program budget and financial analysis to participate and offer substantive input to technical offices and support offices in Semi-Annual Portfolio Reviews and the annual reporting process/Operational Planning, particularly with respect to program budgets and pipelines. Reviews Issues Papers to ensure that all pertinent budget and financial issues are included. He/she participates in the preparation of contracts and activity close-outs by closely working with financial analysts and the Regional Acquisition & Assistance Office (RAAO) in the provision of relevant statistical and financial data. He/she may also provide analysis and

advice on new activity development and/or program assessments and evaluations as need arises.

## **B. Budget and Program Support Duties - 40%**

1. **Maintenance of Budget Data, Records and Reporting Systems:** The incumbent drafts and/or reviews the OYB monthly matrices and narratives and ensures that all pertinent data (field support, budget allowance, obligations, obligation date, etc) are up-to-date. Coordinates and consolidates the field support requests from the technical offices and the Program Office, inputs the data into the internet based field support database, and follows up with USAID/Washington. He/she also maintains the integrity of the field support database through regular downloads of data, compares with requests, and takes appropriate action to correct any discrepancies. He/she inputs budget planning data for OPs and maintains cuff notes and other pertinent budget records for USAID/Kenya. He/she takes the lead in designing new budget worksheets, including Procurement Plan templates based on changing USAID/W guidance (e.g. based on SOs, OP Objectives, and Program Elements) and may recommend and devise improved data management systems.
2. **Budget Planning and Reporting:** He/she contributes to the preparation of USAID/Kenya Annual Reports/CBJs/OPs by assisting in the preparation of program budget tables, and continues monitoring SO/Program Element budget by ensuring that Office of Development Planning (AFR/DP) controls are not exceeded. Reviews all program budget tables and ensures that data input in program reports applications is corrected before submission to AID/W. Maintains the integrity of all program budget applications and databases to ensure compliance with USAID Guidelines on data entry. The incumbent will review portfolio and funding actions to ensure compliance with the USAID/Kenya strategy. Ensures implementation actions are in accordance with governing documents, especially budgetary provisions.
3. **Financial Control:** He/she takes the lead in drafting PDA's response to the annual exercise to comply with the Financial Manager Fiscal Integrity Act (FMFIA) corresponding to the Program Assistance. He/she participates in Management Control Review Committee (MCRC) meetings, contributing to discussions on areas of weaknesses noted in the FMFIA review and initiating follow-up actions for PDA.
4. **Monitoring the Host Country Loan Portfolio:** Working closely with the Supervisor, ensures close monitoring of host country loan payments. Keeps current records of all outstanding loans, due dates and overdue dates that trigger sanctions and advice Mission Management on regular loan defaults on regular basis.
5. **Document Quality and Compliance:** He/she is responsible of maintaining the quality control in USAID/Kenya. The incumbent reviews and clears all program-funded implementation documents (bilateral financing agreements, Pre-GLAAS Obligations Documents) by ensuring that funding is allocated per SO, program area/program element and is reflected in the relevant Procurement Plan, AID/W control levels are maintained, and funding rules and regulations are followed, and ensures all earmarks and directive are met. Reviews and clears bilateral agreements commitment/sub-obligation documents, including ILs and Pre-GLAAS Obligations Documents by ensuring that funding is charged against the correct budget line item and planned allocations are not exceeded.

6. **Training/mentoring:** The incumbent will help train new program assistants in technical offices and provide additional training on new guidance in budgeting where appropriate. He/she supports program assistants by reviewing their work to ensure that quality control is maintained at all times.

### **C. Other Duties - 10%**

1. Supports other PDA technical staff in activity budgeting, implementation, accrual computations, drafting, Pre-GLAAS Obligations Documents, ILs, etc.
2. In the absence of the Development Program Specialist, assumes and performs duties and responsibilities of that position which are within his/her capability. Backstops the Development Program Assistant in his/her absence.
3. Performs other miscellaneous related duties such as assisting in preparing Mission Strategic Plan (MSP), presidential initiatives data, voluntary contributions to international organizations, disability reports, etc.

### **REQUIRED QUALIFICATIONS:**

*Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.*

- a. **Education:** A Masters degree from an accredited university in accounting, finance or business administration and full CPA (K) qualification are required.
- b. **Prior Work Experience: (40%)** At least six years of progressively responsible work experience in program planning, budgeting, management and evaluation, or closely related work is required. Professional experience should include analysis and interpretation of financial and quantitative data and presentation of findings in written form. Proficiency in operating computer-based budgeting systems and experience with various software packages such as Microsoft Word, Excel, and Access is a must.
- c. **Post Entry Training (Training Required After Employment):** Programming Foreign Assistance (PFA) or equivalent USAID orientation is required. Training in USAID accounting and budget practices and/or with US Government accounting and budgeting systems is desirable. Contracting/Agreement Officer's Technical Representative (C/AOTR) certification course is also desirable. Advanced training in higher-level operations of Microsoft Excel and Access is also desirable as well as job-related training in line with changing technological advancements, e.g. software and operating systems.
- d. **Language Proficiency:** Level IV (fluent) ability is required in written and spoken English. Fluency in Swahili is also required.
- e. **Knowledge: (30%)** Must have a thorough knowledge of US Government and host government policies, goals, procedures and regulations. He/she must have a thorough knowledge of accounting principles, theories and terminology as well as principles and accepted practices of governmental and business financial accounting, budgeting and reporting, be completely familiar with financial analysis techniques, and have a thorough knowledge of how USAID programs are designed, developed, implemented and evaluated.

- f. **Skills and Abilities: (30%)** Must be able to analyze complex data and relationships to prepare complete, precise and accurate factual and analytical reports; render advice with detachment and objectivity; prioritize and manage various tasks simultaneously; develop and maintain a network of mid-to-senior-level USAID contacts and officials associated with other agencies, donors and implementing partners; operate efficiently and effectively in multi-cultural, team environment; and to work under pressure to meet tight deadlines. Occasional overtime/compensatory time assignments may be required.

### **POSITION ELEMENTS:**

- a. **Supervision Received:** The incumbent reports directly to Senior Development Program Specialist who will provide overall objectives and priorities, guidance and suggested approaches, and will review completed reports and other assignments. However, the incumbent is expected to function with a large degree of latitude and independence.
- b. **Available Guidelines:** The USAID Automated Directive System (ADS) and other Agency and F policies as may be updated from time to time; the Federal Acquisitions Regulations and Federal Appropriations Law; USAID/Kenya Mission Orders; host government policies and established administrative procedures and regulations; and Technical Ministries and Government Corporations and Agencies Blue Prints.
- c. **Exercise of Judgment:** The incumbent exercises substantial independent judgment in providing analysis and recommendations and in prioritization and completion of assignments. Provides substantive and critical inputs to reports, analysis and helps devise tracking and reporting systems to enhance PDA program budget operations.
- d. **Authority to Make Commitments:** Exercises considerable authority and independent judgment in budget and program operations, planning, and implementation, monitoring, and reporting on development activities. The Supervisory Program Officer and the Supervisor will review and clear all major written communications to parties outside USAID/Kenya. The incumbent is not authorized to make financial commitments on behalf of the US Government.
- e. **Nature, Level and Purpose of Contacts:** Frequent contacts within the Mission addressing budget and program operations, activity planning and procurement, implementation, budget analysis and monitoring, and reporting, and program budget policies. Contacts includes the Director, Deputy Director, USAID/Kenya, Supervisory Program Officer and Chief of PDA, office chiefs and technical offices; AFR/DP staff and Embassy staff; and possibly mid-level to senior officials in host government ministries from the donor community.
- f. **Supervision Exercised:** Exercises no administrative supervision, but provides technical guidance and mentoring to the other Program Assistants from technical offices. Offers guidance and recommendations to technical and support offices particularly on matters of program budgeting and operations policy and practices.
- g. **Time Required To Perform Full Range of Duties after Entry into the Position:** The incumbent is expected to work a full 40-hour week and to be available on an as-needed-basis to deal with emergency situations and during times of heavy workload. It is expected that six months will be required for the incumbent to become familiar with the tasks outlined in this position and 12 months to undertake the full range of duties.

**NOTE:**

**Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report (PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.**

**HOW TO APPLY**

Current USG employees should submit a memo explaining their qualifications against our requirements, updated resume/curriculum vitae, copies of all relevant academic certificates, and the most recent Performance Evaluation Report (PER) to the Human Resources Office stating their interest.

External applicants must submit an application letter explaining their qualifications against our requirements, updated resume/curriculum vitae, and copies of all relevant academic certificates to the Human Resources Office. Please note that this position has been advertised in the ***Daily Nation*** and ***Standard*** newspapers.

All applications must reach the USAID Human Resources Office, Ground Floor, by COB September 18, 2009.

USAID Human Resources Office,  
Ground Floor, P.O. Box 629, Village Market 00621, Nairobi  
Re: Program Budget Specialist, PDA/USAID/Kenya